SOUTHERN CIRCLE.

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BOOKS AND PUBLICATIONS.

1. Copies of parliamentary papers received from England relating to financial matters should be supplied to the Accountant General regularly. (G. R. No. 1452, dated 28th September 1868.)

2. Copies of all printed selections from the records of Government should be presented to the editors of the leading newspapers, provided Government are not put to any great expense on that account. (G. C., R. D., No. 3150, dated 3rd June 1873.)

3. The selling price of only such works printed at the Government Central Press as are to be sold to the public or placed for sale at the Collector's office or elsewhere, should be shown on them. The price to be charged for papers not intended for sale should be fixed at three pies per sheet of 4 pages. (G. M., R. D., No. 6090, dated 15th October 1881.)

4. The charges on account of copies of the Bombay Quarterly Army List supplied to officers in the Civil Department should be paid by them and debited to their contingencies, but bills for the cost of copies supplied to His Excellency the Governor and the Hon'ble Members of Council should be paid by the Accountant General. (G. R. No. 2996, dated 15th August 1883.)

5. All future selections from the records of the Government of Bombay should be printed in foolscap size and not in octavo size. (G. I., H. D., No. 237, dated 15th February 1884; *vide* G. R., R. D., No. 1747, dated 26th idem.)

6. The Sindhi Translator to Government should subscribe for the *Sindh Sudhár* newspaper and send every week to the Reporter on the Native Press, for incorporation into the Report on the Native Papers, translations of such articles or other original matter which may be interesting or which in his opinion Government should know. (G. R. No. 1961, dated 4th June 1884.)

7. Rs. 500 a year are placed at the disposal of the Secretary in charge of the Political Department for the purchase of books, &c., for his Departmental Library. (G. R. No. 3518, dated 28th December 1888.)

8. As regards newspapers and other periodicals published out of India—

(*a*) all annual indents should be submitted by the officers concerned to the Department of the Secretariat, which is charged with the administration of the Department in which such officers are employed, for review before transmission to the Accountant General for consolidation into a general indent for the Presidency;

(*b*) information regarding the current expenditure on account of the supplies should be furnished in a separate column in the statement prepared by the indenting officers for the information of Government;

(*c*) the Accountant General should act on the orders of the Secretariat Department concerned, unless the supply requires to be confirmed by the Financial Department under existing rules;

(*d*) advance rates should be secured in making the purchases; and

(*e*) the Accountant General should issue a circular to the officers concerned, requesting them to report whether the books and periodicals charged for by the Agent were received by them.

2. With reference to the purchase of Indian publications, it will be sufficient to ensure the requisite supervision over the expenditure by directing—

(*a*) that a statement showing the current expenditure be submitted by the Accountant General to the Administrative Department of the Secretariat concerned about September each year, all sanctions duly accorded continuing to operate unless withdrawn; and

(*b*) that, unless otherwise directed, advance rates should be secured in making the purchases (G. R. No. 2200, dated 7th June 1889.)

9. Books and newspapers required by Government Departments in India should be obtained through the ordinary trade channels and not by indent on the India Office. (S. of S. No. 20-Public (Records), dated 30th July 1891; *vide* G. R. No. 3543, dated 9th October 1891.)

10. The Government of India considers it desirable to maintain the rule that the previous sanction of the Local Government to the purchase of books shall be required. (G. I., F. & C., No. 723, dated 19th February 1892; *vide* G. R. No. 1047, dated 5th March 1892.)

11. Commissioners should ascertain the requirements of the Collectors in their Divisions in respect of vernacular calendars, and arrange with publishers for their supply at cheap rates. If this course results in greater cost to Government, the arrangements sanctioned by Government Resolution No. 1165, dated 11th March 1892, for railway guides and fare tables may be followed in the case of vernacular calendars. (G. Rs. Nos. 4038, dated 23rd November 1891, and 2447, dated 13th June 1892.)

12. Superintendents of Survey should purchase copies of Railway Guides and Fare Tables, provided the cost is met out of their budget grants for contingencies. (G. R. No. 2965, dated 20th July 1892).

13. The Bombay High Court is exempted from the operation of the Resolutions of the Government of India in the Finance and Commerce Department, Nos. 2980, dated 25th August 1884, and 207, dated 15th April 1886, regarding the purchase of books and periodicals at the public expense, subject to the conditions that the books to be purchased by the High Court are only such as are suitable to a Law

Library, and that the budget allotment approved by the Local Government for this purpose is not exceeded. (G. I., F. & C., No. S. R.—4430, dated 29th October 1892; *vide* G. R. No. 4748, dated 1st December 1892.)

14. The sanction of Government is not necessary to the purchase of books the charge of which is met from Local Funds, but as Local Fund establishments form part of Collectors' offices, a separate set of books of reference for their use should not be purchased. (G. R. No. 2374, dated 4th July 1893.)

15. Mámlatdárs and other officers in the Ratnágiri Collectorate are authorized to purchase copies of the vernacular translation of the High Court Circular Book out of the contract grant allowed for their offices. (G. R. No. 330, dated 25th January 1894.)

16. The amount of sterling on account of charges for the supply of books and publications to officers in the Bombay Presidency by the firm in England who have contracted for the supply, should be converted and paid at the official rate of exchange in the absence of any reference to the rate in the contract. (G. R. No. 1037, dated 19th March 1894.)

17. Clause (*d*) of Article 98 of the Civil Account Code merely removes the Postal Guide from the list of official publications supplied free of charge to Government officials, and does not authorize its purchase without the sanction of Government as required by Government Resolution, General Department, No. 3360, dated 13th September 1884. (G. Rs. Nos. 314, dated 24th January 1894, and 462, dated 8th February 1895.)

18. Officers, who have contract grants, are allowed to purchase copies of Railway Guides and Time Tables, provided the cost is met out of that grant. (G. R. No. 2224, dated 30th May 1892.)

19. The following books may be purchased by officers in Sind when required in connection with Government work, provided the cost can be met from their contract grants:—

(1) Vernacular Calendar.
(2) Memorandum Calendar.
(3) Letts' or Traill's Diary.
(4) Postal Guide.

(G. R. No. 1832, dated 30th May 1895.)

20. The Accountant General may purchase monthly one copy of the Indian Railway Travellers' Guide for the use of the Local Fund Department of his office, the cost being included in the recovery made annually from the several Local Funds of the Presidency. (G. R. No. 3125, dated 11th September 1895.)

21. The Civil List should be published quarterly not later than the 20th January, the 20th April, the 20th July, and the 20th October. The Record of

Services should be published once in the year, corrected up to 30th June, separately from the July Civil List, at a date not later than the 3rd August. His Excellency the Governor will look to the Under-Secretary to Government in the General Department, the Accountant General and the Superintendent, Government Central Press, to see that these orders are strictly carried out, and will regard with great displeasure any delay in the issue of these Lists beyond the dates now assigned. (G. R., R. D., No. 5154, dated 23rd August 1877.)

Note.—For instructions as to the form in which the History of Services should be prepared and the information it should contain, *vide* Government Resolution, General Department, No. 3646, dated 9th September 1890.

22. The Accountant General should not make any change in the Civil List in the position of officers in the Salt Department when they pass the Lower Standard Examination. (G. R., R. D., No. 2597, dated 10th May 1881.)

23. The Accountant General should, in publishing the Civil List, cause the letter S to be affixed to the names of the junior Civil Servants who have already obtained or may hereafter obtain certificates of having qualified themselves in measuring and classing as required by the rules prescribed in Government Resolution No. 4958, dated 27th August 1881, it being explained in a foot-note that the letter indicates that the officer has qualified himself in measuring and classing. (G. R., R. D., No. 6391, dated 9th August 1884.)

24. In the Bombay Civil List, the powers exercised, under the Criminal Procedure Code, by all officers below the rank of District Magistrate and Sessions Judge, should be shown; that is to say, it should be shown against the name of each officer in question whether he exercises the powers of a Magistrate of the 1st, 2nd, or 3rd class, and whether he is a Justice of the Peace or not. (G. I., F. & C., No. 1394, dated 19th March 1883; *vide* G. R., R. D., No. 2751, dated 6th April 1883.)

25. In the Bombay Civil List—

1. The languages in which officers have passed should be shown in the case of every Department, and where shown the standard should also be indicated. The standard passed should be denoted by the use of different kinds of type.

2. Academical degrees should be shown in the case of every Department and not in the case of the Ecclesiastical and Educational Departments alone, and the University or other body which conferred the degree should also be stated.

3. The description Barrister-at-Law should be entered against Barristers in every Department.

4. Membership of a learned society should be shown in any case. (G. R., R. D., No. 6697, dated 10th September 1883.)

26. The Accountant General should be informed regularly of the casualties that may occur among

annuitants of the Bombay Civil Service, to enable him to correct the list of annuitants published in the Quarterly Civil List. (G. R., R. D., No. 6713, dated 3rd October 1887.)

27. It is desirable that the practice in regard to the manner in which Statutory Civilians and officers of the Provincial Service, who hold posts ordinarily reserved for the Civil Service of India, should be shown in the Quarterly Civil Lists, should be uniform in all Presidencies and Provinces, so that the number and proportion of reserved posts, which are held by persons who are not members of the Indian Civil Service or the Non-Regulation Commissions, may be readily ascertainable on a reference to the Civil Lists. The following instructions should be carefully observed in future issues of the Quarterly Civil Lists :—

(1) The Statutory Civilians, who elect to remain in their present position and do not join the Provincial Service, should be shown in a separate list, immediately after the Civil Service gradation list. Their names should also be retained in italics, and without serial numbers, in their appropriate places, determined according to the date of their confirmation, in the gradation list of the Indian Civil Service, so that their relative position for promotion as compared with Indian Civilians may be quite clear.

These instructions supersede all previous orders on this subject. The present practice in the matter of showing the names of Statutory Civilians in the Civil Lists is different in different Provinces. In the Bombay Civil List, corrected up to 1st October 1892, there is no separate list of Statutory Civilians, but their names are shown in the Civil Service gradation list with serial numbers attached to them. These numbers should be omitted and the entries should be in italics. The Civil List for the North-Western Provinces and Oudh, corrected up to the 1st October 1892, follows the arrangement which the Government of India would now be glad to see generally adopted.

(2) The names of the Statutory Civilians who join the Provincial Service, should be removed from the list of Statutory Civilians and entered in their proper places in the list of members of the Provincial Service. A note should be added against their names (or some distinctive mark or letter, such as Ex-S., referring to a note) explaining that they are ex-Statutory Civilians transferred to the Provincial Service, and that they have *cæteris paribus* a preferential claim to promotion to listed posts over other equally qualified members of the Provincial Service, as explained in the letters cited in the margin above.

(3) After the list of Statutory Civilians who retain their present position there should be a list showing the names of those members of

the Provincial Service who are holding substantively or officiating in posts ordinarily reserved for the Civil Service of India listed as open to the Provincial Service. The posts which they are holding or in which they are officiating should also be shown.

(4) As regards the reserved offices inferior to the Headship of a District which have been amalgamated with the grades of Deputy Collectors, it probably will not be possible to show the incumbents by name. A note should accordingly be added after the list of Provincial Service officers referred to above in sub-paragraph (3) specifying the *number* of such transferred offices which are held by members of the Provincial Service. The number of transferred appointments should be shown against the grades of the Provincial Service to which they are attached.

(5) There remains the case of exceptional appointments—permanent or officiating—to reserved posts of persons (other than members of the Civil Service of India or the non-Regulation Commissions) who are neither Statutory Civilians nor members of the Provincial Service. An example of such appointments would be that of a Barrister to a judicial post otherwise than under the rules relating to the Provincial Services; other appointments to offices which are included in the cadre of recruitment for the Indian Civil Service might also occasionally be made with the sanction of the Secretary of State. Such appointments are quite exceptional, but the Government of India desire that, where they exist, they should be separately shown in the Civil Lists. They may be shown in future immediately after the list of Provincial Service officers holding reserved posts referred to above. (G. I., H. D., No. 2195, dated 10th November 1892; *vide* G. R., R. D., No. 9499, dated 3rd December 1892.)

28. Separate remuneration should not be given for the compilation of Civil Lists, and the work should be regarded as an integral part of the duties of the local Secretariat or the local Account Office, whichever can do it most efficiently. (G. I., F. & C., No. 2670, dated 2nd September 1881.)